

The New Hampshire Department of Environmental Services

2007 Watershed Assistance and Restoration Grants PRE-PROPOSAL INFORMATION PACKET

Submission Deadline:
4:00pm
September 15, 2006



Forms may be downloaded at
[www.des.state.nh.us/wmb/was/documents/
2007RFPpreproposalpartB.doc](http://www.des.state.nh.us/wmb/was/documents/2007RFPpreproposalpartB.doc)

2007 WATERSHED ASSISTANCE AND RESTORATION GRANTS

1. Introduction

The New Hampshire Department of Environmental Services (DES) is pleased to announce the availability of Watershed Assistance and Restoration Grants to support local initiatives to control nonpoint source pollution, and address pollution problems through local watershed management.

Nonpoint source (NPS) pollution, unlike pollution from industrial and sewage treatment plants, comes from many diffuse sources. NPS pollution is caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands, coastal waters, and even our underground sources of drinking water.

Hydrologic and habitat modification are also sources of nonpoint source pollution. Hydrologic modification includes bank erosion, channel modification, removal of vegetation along water bodies, urbanization as it affects stream flows and water quality, and wetlands alteration. Habitat modification includes any loss of or change to riparian and aquatic environments, where riparian is defined to include both shoreland and upland areas in proximity to a wetland or other water body.

Desired Project Outcome: Improve Water Quality for Swimming, Fishing, Drinking, and Aquatic Life.

In an effort to improve overall project success, this year we are seeking comprehensive watershed based projects with requested **grant amounts which exceed \$45,000**, and match amounts exceeding \$30,000 for a total project cost of \$75,000 or more. DES is requesting PRE-PROPOSALS for both 2007 Watershed Assistance, and 2007 Watershed Restoration Grants at this time.

The pre-proposal process is designed to allow organizations an opportunity to submit a project idea for consideration prior to completing a full proposal application.

The Pre-Proposals will be used to select project proposals warranting further discussion through a DES interview with potential project implementers. Based on these interviews, successful projects will be selected. Project implementers of the selected projects will be invited to work with DES staff to develop a comprehensive, outcome-based, full proposal application. Selected full proposals will receive funding for implementation.

Benefits for Project Implementers:

- ✓ Simplified Pre-Proposal process
- ✓ Assistance in developing your proposal, budget, and project plan
- ✓ Increased focus on achieving your desired results
- ✓ More technical assistance from DES staff
- ✓ Assistance with meeting EPA 319 Program requirements
- ✓ Ability to use grant funds to hire professional assistance for your project, including consultants retained and pre-approved by DES.

Funds for DES Watershed Assistance and Restoration Grants are appropriated through the U.S. Environmental Protection Agency under Section 319 of the Clean Water Act. Approximately \$700,000 is expected to be available in 2007, contingent upon receiving federal funds.

Approximately two-thirds of the available funding is earmarked for restoration of impaired waters and development of watershed-based plans. A list of waters impaired by nonpoint source pollution is available online at: <http://www.des.state.nh.us/wmb/was/documents/2006-NP-Sources.pdf>

2. Who Can Apply?

The following governmental subdivisions and organizations with 501(c)(3) federal tax exempt status are eligible to receive Watershed Assistance Grants. **Non-profit organizations must be registered as corporations with the N.H. Secretary of State**, (see www.state.nh.us/sos/corporate/). Other groups may also apply for grant funding by partnering with the following organizations:

- Municipalities
- Regional Planning Commissions
- Non-profit Organizations
- County Conservation Districts
- State Agencies
- Watershed Associations
- Water Suppliers

3. Project Requirements

To be considered for funding, projects must meet the following minimum requirements:

1. The project must restore or maintain the chemical, physical, and biological integrity of New Hampshire's waters
2. The project must **address a goal or goals in the *New Hampshire Nonpoint Source Management Plan***. Goals only are available online at: www.des.state.nh.us/wmb/was/documents/linktonpsgoals.doc or complete plan is available online at: www.des.state.nh.us/WMB/Was/documents/npsplan.pdf or hard copy available at DES.

3. A project must plan or implement measures that **prevent, control, or abate NPS pollution**. Projects should:
 - be directed at encouraging, requiring, or achieving implementation of best management practices (BMPs), whether structural or non-structural, to abate existing nonpoint sources, or directed at preventing NPS pollution through better land use management.
 - be feasible, practical and cost effective.
 - provide an informational, educational, and/or technical transfer component.
4. The project must include an appropriate **method for verifying project success** with respect to the project performance targets, with an emphasis on demonstrated environmental improvement.
5. **Restoration Projects** must develop or implement watershed restoration plans. The watershed restoration plan must address elements “a” through “i” of the restoration plan criteria found here: (<http://www.epa.gov/nps/Section319/319guide03.html>) Note: DES staff will assist project implementers to a) determine whether the proposed project should be considered as a Restoration or Watershed Assistance grant, and b) to develop a comprehensive project proposal that satisfies the required elements.
6. Grant Recipients must enter into a **Grant Agreement** with the State of New Hampshire to receive funds. Grant agreements for \$5,000 or more require Governor and Executive Council approval. The State of New Hampshire requires the following documentation for execution of Grant Agreements (this documentation is **not required at the time of Pre-Proposal**, but will be needed prior to awarding funds):
 - a) Vendor Code - issued following the organization’s submittal of the “Alternate W-9” form. (This form provided by DES. Organizations that have received funds from DES in the past will already have a Vendor Code on file).
 - b) Notarized “Grant Agreement” form (the “contract”) – provided by DES and signed and notarized by project implementers.
 - c) Notarized “Certificate of Authority” form – provided by DES and signed and notarized by project implementers (Note: The Certificate of Authority indicates that the person signing the Grant Agreement has authority to do so).
 - d) “Certificate of Good Standing” form from the N.H. Secretary of State (Note: This form indicates that a non-profit organization has filed its Articles of Agreement with the Secretary of State and that the organization has paid the \$25 fee to do so.
 - e) Certificate of Insurance indicating that the Grant Recipient has the required amount of liability insurance (\$2,000,000 for bodily injury; \$500,000 property damage). (Note: The insurance requirement can be waived for projects that do not involve construction, or if construction is provided by an insured sub-contractor.)

7. Proposals that are selected for funding will be required to **provide at least 40%** of the total project cost with non-federal funds and/or in-kind services, such as volunteer labor.
8. If the project will involve the collection, analysis, or manipulation of environmental data, including the use of load reduction models or engineering calculations, it will require a **Quality Assurance Project Plan (QAPP)**. Keep in mind that it can take up to several months to complete the QAPP writing and approval process, and that the QAPP must be approved before sampling begins. For guidelines on the development and approval of QAPPs, visit the DES website at: www.des.state.nh.us/WMB/Was/QAPP/ or for more information on QAPPs, see section 7 of this packet, or contact Jillian Jones at (603)271-8475, or jjones@des.state.nh.us.

Projects that will involve non-monitoring environmental data, such as pollutant load reduction estimates, engineering calculations, or use of secondary data, will require an abbreviated QAPP.

9. Because these grants are made possible through federal funding, organizations are required to conduct a **competitive bid process** for contractor selection and to make a good faith effort to hire disadvantaged businesses. Contact Jeff Marcoux at (603)271-8862 for a list of disadvantaged business enterprises or see <http://www.nh.gov/dot/bureaus/humanresources/laborcompliance/dbe/directory.htm>.
10. **Quarterly progress reports** and a **final report** are required. Quarterly reports are intended to allow implementers to consider, and share information regarding progress toward meeting performance targets, and allow DES staff to offer assistance in meeting those targets. Report forms are available on the DES website. Quarterly reports are available at: http://www.des.state.nh.us/wmb/was/documents/Quarterly_Progress_Report_Form06.doc and final reports are available at: http://www.des.state.nh.us/wmb/was/documents/Final_Report_Guidance06.doc.

4. Evaluation Criteria

The Watershed Assistance Section grants review team will evaluate Pre-Proposal submissions. The review team will be looking for the following:

- A clear water quality or habitat problem
- Potential to achieve measurable results
- Commitment of the project implementer's support network
- A clear and concise project outcome statement
- Realistic performance targets to achieve the desired outcome

Implementer groups selected during the Pre-Proposal phase will be invited to interview with DES staff to further discuss the project proposal. Based on the results of the interview, implementers may be invited to work with DES staff to develop a comprehensive outcome-based project proposal. Selected comprehensive project proposals will receive funding for implementation.

Please visit the DES Watershed Assistance Section grants website to access the database of past projects funded through the grants program:

www.des.state.nh.us/asp/onestop/watershed_npsgrants_query.asp

5. How Do I Apply?

Pre-Proposals must be received at DES no later than 4:00 p.m. September 15, 2006.

Submit **5 signed copies** of the Pre-Proposal form (attached) via mail or hand delivery, and an electronic copy to:

NH Department of Environmental Services
Attention: Jeff Marcoux
Watershed Assistance Section
PO Box 95
Concord, NH 03302-0095

For overnight shipping or hand deliveries, our address is:
29 Hazen Drive
Concord, NH 03301-6509.

E-mail electronic copies in Microsoft Word or PDF file formats to: jmarcoux@des.state.nh.us

If your file is too large to be e-mailed, please provide electronic files on compact-disk.

Pre-Proposal forms can be downloaded from the DES website at

<http://www.des.state.nh.us/wmb/was/documents/2007RFPpreproposalpartB.doc>

For assistance with your Pre-Proposal, refer to the contacts in Section 7 "*For More Information*".

6. Time Table for Contract Processing

Final funding decisions will be made by February 9, 2007, so that contracting can be completed in time for the 2007 outdoor working season.

Total time to process a grant agreement once the Pre-Proposal is received from an organization is approximately **6-8 months**, as shown in the following table:

PROCESS	APPROXIMATE TIME FRAME
1. Deadline for Submission of Pre-Proposals.	September 15, 2006
2. Evaluate Pre-Proposals.	Early October
3. Contact organizations submitting successful Pre-Proposals by phone to schedule interview.	Early October
4. Contact organizations submitting unsuccessful Pre-Proposals by letter.	October
5. Conduct interviews with organizations submitting successful Pre-Proposals.	October - November
6. Select sub-set of Pre-Proposals, assign DES staff, and invite those organizations to submit full project proposals.	December 1
7. Implementers submit full proposals	January 19
8. Make final selection of proposals to receive funding.	February 9
9. Draft Grant Agreements and send to organizations for signatures.	February - March
10. DES Commissioner and N.H. Attorney General's office review grant agreements*.	March*
11. Submit grant agreements to Governor and Executive Council for approval.	March - April
12. Governor and Council approval.	April
13. Project may begin.	April - May

* If an organization has not registered with the Secretary of State, this process may be delayed.

7. For More Information

- For information and assistance regarding grant applications, please contact Jeff Marcoux at (603)271-8862 (jmarcoux@des.state.nh.us) or Eric Williams at (603)271-2358 (ewilliams@des.state.nh.us)

8. Other Grant Options

- In addition to Watershed Assistance and Restoration Grants, DES is pleased to continue to offer Small Education and Outreach Grants for Watershed Organizations. The Small Education

and Outreach Grants are limited to \$2,000 per organization and are offered on a continuous basis. For more information, contact Barbara McMillan at (603)271-7889 (bmcmillan@des.state.nh.us), or see the DES website at www.des.state.nh.us/wmb/was/smgrants.htm.

- For agricultural projects, the N.H. Department of Agriculture offers an Agricultural Nutrient Management (ANM) Grant Program, using Clean Water Act Section 319 funding from DES. Applicants for ANM grants may apply for cost assistance of up to \$2,500 per year. No match is required; however, in-kind services such as labor provided by the applicant will enhance the application. For more information see <http://agriculture.nh.gov/programs/> (scroll to the bottom), or contact the Bureau of Markets at (603)271-3685.

- For more DES grant options see the DES grants and loans webpage at <http://www.des.state.nh.us/asp/Grants/index.asp?gotoGrants=0>